



Workplace Hazardous Materials Information System (WHMIS) 2015 Compliance Policy

Intent

Fen's Market Inc., values the safety and wellbeing of our workers and works to provide every reasonable safety measure possible. In pursuit of high safety standards and in compliance with applicable regulations, the company adheres to Workplace Hazardous Materials Information System (WHMIS) 2015 requirements under the *New Brunswick Occupational Health and Safety Act*. This policy outlines the responsibilities associated with complying with WHMIS 2015.

Guidelines

WHMIS 2015 incorporates elements of the Globally Harmonized System (GHS) of Classification and Labelling of Chemicals and establishes the requirements for labels and safety data sheets (SDSs). Hazardous materials are not to be used, handled, or stored in the workplace unless they are properly identified and labelled, SDSs are available, and employees have received training or instruction on their safe use, handling, and storage.

Fen's Market Inc. Responsibilities

Fen's Market will remain up to date on all WHMIS 2015 changes and ensure all related legislative standards are met. All necessary employees and managers receive information and training on hazardous materials and the safe use of hazardous materials in the workplace. The company also ensures control measures related to safe handling and use of hazardous materials are in place to protect the health and safety of workers.

Wherever a hazardous material is regularly used, stored, handled, or disposed of, the company posts clearly visible signs indicating such things occur in that area of the workplace. All containers holding hazardous materials are expected to have appropriate labels, whether that be a manufacturer's label or a workplace label, and the company works to ensure this is always the case. Hazardous materials should never be transferred from a labelled container to a new container unless the new container already has appropriate labelling attached.

SDSs are readily available and remain up to date. They contain additional hazard and precautionary information beyond what is included on any label. Suppliers are expected to provide the appropriate supplier labels and SDSs for all incoming hazardous materials. If they are not supplied, the company will immediately contact the supplier to ensure information is up to date.

Employee Responsibilities

All Fen's Market employees must participate in WHMIS 2015 training and education. This ensures everyone in the workplace is prepared in the event of an incident involving hazardous materials. All employees should report any violation of safe work procedures connected to WHMIS 2015 to their immediate supervisor, manager, or a safety representative. To ensure all other employees remain safe, employees should

also inform their immediate supervisor, manager, or a safety representative if they cannot access the proper information on a hazardous product, such as in situations where the SDS is missing, damaged, or illegible, or when a label has been damaged.

Training and Education Program

Fen's Market provides WHMIS 2015 with GHS training and education for all workers and managers who are exposed or likely to be exposed to hazardous materials in the performance of their regular job duties. This training and education program includes instruction in two forms: online and on-the-job.

The online instruction includes information on the following:

- Supplier labels and workplace labels;
- Hazard symbols and pictograms;
- Safety data sheets (SDSs);
- Hazard groups;
- Hazard classes;
- Hazard categories;
- Hazard statements and precautionary statements; and
- Signal words.

In addition to the online instruction, employees are provided on-the-job training specific to their role in the company and the hazardous products they might use. This training includes the procedures for the safe use, storage, handling, and disposal of hazardous materials in the workplace; handling leaks and spills; an emergency event involving hazardous products; and worksite-specific training on measures for working safely with hazardous products.

Fen's Market reviews its training and education program and content annually, and makes revisions as necessary. In the event of any changes to the program, and when new hazardous products are brought into the workplace, workers will be retrained and educated.

Company employees are compensated for time spent at training sessions, considered to be normal work time, and paid at their regular rate of pay, or at an overtime rate of pay as applicable.

Acknowledgement and Agreement

I acknowledge that I have read and understand the Workplace Hazardous Materials Information System (WHMIS) 2015 Compliance Policy of Fen's Market. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face corrective action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____